

MEMORANDUM TO: Chief, Services Division Sanitized - Approved For Release :  
 FROM : Chief, Reproduction Branch  
 SUBJECT : Monthly Progress Report

8 December 1949

1. Problems: space and personnel. 2. Volume: total jobs received: 1,136 total jobs delivered: 1,147  
 3. Breakdown of completed work for the month of November:

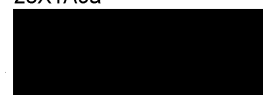
OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMMOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions
ORE	51	2,572			29	2,767	6	190	27	481,695	21	32,080	12	2,639	7	13,805
EXEC	49	1,993	1	46	1	10			48	647,652	36	16,445				
I&S					29	4,125			4	3,125	1	1,000				
OPC	5	87			1	1,080			2	11,400						
OSI	9	483							3	298			2	184	1	1,175
OO	24	849			8	6,114	8	995	15	53,750	55	3,009,628	25	25,211		
OCD	209	15,566	2	118	169	22,635	75	1,200	44	149,308	19	60,080	7	6,900		
OSO	48	5,907	10	2,177	29	8,970			17	45,850	23	16,035				
COAPS											9	1,740			1	120
GENERAL COUNSEL	5	30														
TOTALS	400	27,487	13	2,341	266	45,701	89	2,385	160	1,393,078	164	3,137,608	46	34,934	9	15,100
BACKLOG	46	2,228			41	46,774	4	7,500	37	254,973	4	5,217	1	11,000		

GPO Production: Letter Press Impressions: 1,726,548

Offset Impressions: 221,825

Document No. 003  
 NO CHANGE in Class.  
☐ DECLASSIFIED  
 Class. CHANGED by: TS S C  
 DDA Memo, 4 Apr 77  
 Auth: [Signature]  
 Date: 28 MAR 1978

25X1A9a



MEMORANDUM TO: Chief, Services Division  
 FROM : Chief, Reproduction Branch  
 SUBJECT : Monthly Progress Report

Sanitized - Approved For Release :  
 CIA-RDP54-00177A000100110074-0

8 November 1949

1. Problems: personnel and space. 2. Volume: total jobs received: 1,054 total jobs delivered: 1,102.

3. Breakdown of completed work for the month of October:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions
ORE	61	2,551			27	476	2	70	15	1,255,652	17	27,255	13	3,098	3	8,440
EXEC	48	2,359			5	60			55	716,185	23	19,612				
I&S					21	2,781			1	1,000						
OPC	4	168	1	360	2	2,211			2	15,000						
OSI	5	57			6	6,374	2	160	3	8,319			1	92	4	3,470
OO	33	1,299			6	1,920	4	4,327	16	88,363	56	3,194,064	27	71,146		
ODD	222	10,625	2	279	173	18,486			48	122,286	36	166,783	4	41,600		
OSO	67	7,973	22	2,188	44	24,349					17	35,720				
NSC	1	7							1	25,000						
GENERAL COUNSEL	2	12														
TOTALS	443	25,051	25	2,827	284	56,657	8	4,557	141	2,231,805	149	3,443,434	45	115,936	7	11,910
BACKLOG	23	1,099			22	34,675	1	25	28	197,880	3	5,060	4	902		

GPO Production: Letter Press Impressions: 1,151,779

Offset Impressions: 849,240

25X1A9a

Sanitized - Approved For Release :  
 CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: Services Officer, Over *Sanitized - Approved For Release :*  
 FROM: Chief, Reproduction Branch  
 SUBJECT: Monthly Progress Report

6 October 1949

- Problems: space and personnel.
- Volume: total jobs received: 1,032 total jobs delivered: 1,060.
- Breakdown of completed work for the month of September:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions
ORE	67	3,865			21	2,633			27	298,810	23	39,270	9	1,681	3	19,461
KKBC	62	2,012	1	24	2	46			43	960,490	20	26,700			3	2,000
I&S	3	32			25	2,725			4	3,500	1	2,000				
OPC	3	48	1	300					1	4,000	1	500				
OSI	21	2,674													2	1,190
OO	30	3,040			5	549	3	375	10	21,366	61	3,364,462	23	22,670		
OCD	173	9,431	2	1,717	171	21,931	8	450	39	151,215	38	143,050	5	22,100		
OSO	44	4,649	22	661	46	19,035			9	69,500	23	15,165				
NSC									2	5,100						
GENERAL COUNSEL	2	27									1	100				
TOTALS	405	25,778	26	2,702	270	46,919	11	825	135	1,513,981	168	3,591,247	37	46,451	8	22,651
BACKLOG	84	5,054			31	40,081			44	237,700	5	8,260	2	5,800		

GPO Production: Letter Press Impressions: 50,885 (does not include five NIS units completed, but does include one CIA and four ORE studies)  
 Offset Impressions: 167,635 (includes 16 color maps completed) Negatives Made: 338 Plastics Made: 668  
 Color Proofs: 135 Binding: 271

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

8 September 1949

MEMORANDUM TO: Deputy Services Officer, Overt Branch

FROM: Chief, Reproduction Division

SUBJECT: Monthly Progress Report

1. Problems: personnel and space.
2. Volume: total jobs received: 1,178 total jobs delivered: 1,175
3. Breakdown of completed work for the month of August:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	60	5,383	1	70	22	474			19	642,105	17	18,790	11	5,392	2	5,775
EXEC	65	3,278	1	2					68	959,425	40	35,710			1	400
I&S	1	4			20	2,368			4	10,500						
OPC	11	1,095			1	36			2	12,000						
OSI	10	329			2	1,297	1	150							1	720
OO	28	783	1	20	8	4,785	4	730	15	29,124	93	3,472,485	44	26,982	1	12,200
OOD	205	10,774			131	16,395	8	929	52	193,112	86	362,299	5	2,091		
OSO	58	10,712	6	366	39	9,636			15	130,900	8	22,450				
NSC									1	5,000						
GENERAL COUNSEL	6	236									1	200				
TOTALS	444	32,594	9	458	223	34,991	13	1,809	176	1,982,166	245	3,911,934	60	34,465	5	26,095
BACKLOG	73	2,879			85	63,670			30	260,440	20	371,422	5	9,727		

GPO Production: Letter Press Impressions: 88,757 (includes 5 ORE and 1 CIA study. Does not include 3 NIS Production Units)  
Offset Impressions: 209,704 (includes 11 color maps) Offset Negatives Made: 333 Plastics: 117  
Color Proofs: 146 Binding: 271

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: Deputy Services Officer, Overt I Ach

11 August 1949

FROM: Assistant Chief, Reproduction Division

SUBJECT: Monthly Progress Report

1. Problems: space and personnel. 2. Volume: total jobs received: 1,092 total jobs delivered: 994.

3. Breakdown of completed work for the month of July:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	42	1,971	1	35	17	307			24	121,482	21	34,169	9	1,885	6	29,390
EXEC	38	1,924	1	24	2	1,149			49	358,550	34	35,070				
I&S					16	2,642			5	30,200	4	5,500				
OPC	10	216														
OSI	12	364			4	309	4	55	1	500						
OO	17	1,740	1	6	4	2,298	11	2,735	9	13,620	66	2,789,594	23	20,031		
OCD	201	10,685			164	6,850	10	400	31	96,719	30	131,865	9	12,300		
OSO	43	3,949	13	934	42	3,891			10	79,000	8	2,180				
GENERAL COUNSEL	2	59														
TOTALS	365	20,908	16	999	249	17,446	25	3,190	129	700,071	163	2,998,378	41	34,216	6	29,390
BACKLOG	40	1,786			69	30,820	1	20	54	10,612,000	42	200,157				

GPO Production: Letter Press Impressions: 284,279 (includes 4 NIS sections and 3 ORE studies)  
Offset Impressions: 143,200 (includes 3 color maps) Offset Negatives Made: 117  
Color Proofs: 71 Diapositives: 9 Gold Lettering: 91 Binding: 270  
Plastics: 135

25X1A9a

MEMORANDUM TO: Deputy Services Office **Sanitized - Approved For Release :**  
**CIA-RDP54-00177A000100110074-0**  
 FROM: Chief, Reproduction Division  
 SUBJECT: Monthly Progress Report

14 July 1949

1. Problems: personnel and space.
2. Volume: total jobs received: 1,179 total jobs delivered: 1,101.
3. Breakdown of completed work for the month of June:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	71	3,234			22	2,444			34	130,679	35	27,005	13	2,482	3	8,970
EXEC	44	2,113			1	2			45	628,973	55	25,771				
I&S	3	100			24	3,094			4	13,500	3	13,500				
OPC	12	308							4	3,504	5	2,200				
OSI	7	609					2	142							2	215
OO	49	3,861	1	12					18	45,979	78	3,504,596	27	21,619	1	1,740
OCD	191	13,573	1	1	137	15,818	6	1,317	36	97,452	46	197,990	9	24,100		
OSO	30	3,645	11	232	30	15,845			30	112,700	8	29,750				
NSC	1	70			2	45										
TOTALS	408	27,513	13	245	216	37,248	8	1,459	171	1,032,787	230	3,800,812	49	48,201	6	10,925
BACKLOG	30	13,436			81	10,643	1	25	14	349,000	14	271,373	1	200		

GPO Production: Letter Press Impressions: 31,514 (includes seven ORE's and one CIA)  
 Offset Impressions: 45,250 (does not include three JANIS Chapters completed)  
 Offset Negatives Made: 163 Color Proofs: 153 Plastics: 124 Binding: 270 Gold Lettering: 125  
 25X1A9a

MEMORANDUM TO: Deputy Services Officer ~~Sanitized~~ Approved For Release :  
 FROM: Chief, Reproduction Division  
 SUBJECT: Monthly Progress Report

6 June 1949

1. Problems: space and personnel.
2. Volume: total jobs received: 1,020 total jobs delivered: 1,004.
3. Breakdown of completed work for the month of May:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	61	1,552	2	10	8	242			25	504,910	26	17,265	10	1,972	2	9,080
EXEC	39	1,908							37	449,260	25	23,375				
I&S	2	5			15	1,612			2	2,500	3	1,600				
OPC	6	647					1	465	2	45,500	3	2,350				
OSI	13	225							3	2,405			1	90	5	7,915
OO	43	5,559			3	163	3	375	15	29,053	77	3,170,585	23	19,689		
OCD	241	14,502	2	242	131	7,060	6	1,265	30	209,554	54	232,616	3	5,500		
OSO	18	5,027	6	255	33	5,577			8	33,895	13	2,125				
DO									1	400						
GEN COUNSEL	1	18									1	100				
NSC									1	31,000						
TOTALS	424	29,443	10	497	190	14,654	10	2,105	124	1,308,477	202	3,450,016	37	27,251	7	16,995
BACKLOG	30	3,518			39	8,530	2	150	10	327,000	20	196,592	3	15,300		

GPO Production: Letter Press Impressions: 19,617 (includes 4 ORE and 1 CIA reports) Gold Lettering: 54  
 Offset Impressions: 7,250 (includes 4 color maps but does not include 5 Janis Chapters completed during this month)  
 Offset Negatives Made: 67 Diapositives Made: 1 Plastics Made: 97 Color Proofs: 101 Binding: 273  
 During the month the large photographic job for Graphic Registry was completed. It involved 170,000 photographic contact prints.

25X1A9a

MEMORANDUM TO: Deputy Services Officer, Office of the Chief of Staff  
 FROM: Chief, Reproduction Division  
 SUBJECT: Monthly Progress Report

Sanitized - Approved For Release :  
 CIA-RDP54-00177A000100110074-0

9 May 1949

- Problems: personnel and space.
- Volume: total jobs received: 1,059 total jobs delivered: 927.
- Breakdown of completed work for the month of April:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	48	3,260	1	15	16	711			22	706,215	13	16,700	11	2,276	2	5,050
EXEC	34	2,058			4	57			29	358,154	20	18,875			1	4,500
I&S	1	6			18	1,865			7	39,602	5	3,300				
OPC	4	110			2	681	1	75	2	9,300	1	330				
OSI	7	324	1	30	3	446			2	1,750						
OO	20	4,212	1	18	5	128	20	4,500	14	25,580	85	3,659,259	28	18,992	2	4,240
OCD	182	13,171	4	5	116	6,065	14	100	18	223,185	37	149,678	4	3,930		
OSO	18	1,436	5	72	33	3,499	2	50	27	47,525	37	6,920				
TOTALS	314	27,277	12	140	197	13,452	37	4,725	121	1,411,311	198	3,855,062	43	25,198	5	13,790
BACKLOG	79	7,494			34	10,531	3	500	25	142,166	14	46,904	2	4,000		

GPO Production: Letter Press Impressions: 98,852 (includes 1 CIA, 4 ORE, and 1 SR reports)  
 Offset Impressions: 83,350 (includes 21 colored maps but does not include a Janis Chapter published)  
 Offset Negatives Made: 189 Diapositives Made: 5 Plastics Made: 412 Color Proofs: 90 Binding: 270

25X1A9a

Sanitized - Approved For Release :  
 CIA-RDP54-00177A000100110074-0



Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

4 April 1949

MEMORANDUM TO: Deputy Services Officer, Special Projects  
FROM: Chief, Reproduction Division  
SUBJECT: Monthly Progress Report

1. Problems: personnel and space.
2. Volume: total jobs received: 915 total jobs delivered: 954.
3. Breakdown of completed work for the month of March:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	39	732	1	5	12	159			25	149,650	10	28,200	13	2,483	4	14,665
EXEC	42	1,452			3	24			26	129,121	33	27,375	1	2,000		
I&S	1	4			22	2,043			3	7,500	5	8,250				
OPC	5	176			1	1,995	1	250	1	300						
OSI	6	320							1	1,200						
OO	36	5,260			3	4,523	9	2,300	21	112,756	97	3,862,393	25	17,926	1	2,908
OCD	194	9,750			100	2,233	7	475	15	98,085	22	109,993	7	14,204		
OSO	47	8,040	5	40	48	3,286	3	200	21	40,732	24	5,710				
DO											1	100			5	2,301
TOTALS	370	25,734	6	45	189	14,263	20	3,225	113	539,344	192	4,042,021	46	36,613	10	19,874
BACKLOG	5	283			19	1,640	2	150	5	4,685	5	6,465	1	1,300		

GPO Production: Letter Press Impressions: 42,007 (includes 5 ORE studies and 1 CIA study)  
Offset Impressions: 92,000 (includes 20 colored maps but does not include 3 Janis Chapters published)  
Offset Negatives Made: 284 Dispositives Made: 3 Plastics: 378 Color Proofs: 197 Binding: 270

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: Deputy Services Officer, Overt Branch

22 March 1949

FROM: Chief, Reproduction Division

SUBJECT: Monthly Progress Report

1. Problems: personnel and space.
2. Accomplishments: Completed TS Report for NSC.
3. Volume: total jobs received: 840 total jobs delivered: 845.
4. Breakdown of completed work for the month of February:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
ORE	40	2,953			9	137			23	192,190	7	11,425	13	2,435	3	19,300
EXEC	30	2,626			5	59			48	518,706	35	50,780	1	1,000	1	700
I&S	1	153	1	4	19	1,199			2	2,400	2	5,005				
OPC	12	838														
OSI	5	420														
OO	16	1,119	1	5	6	791	11	3,100	27	108,353	88	3,458,691	23	15,000		
OSD	129	6,820			88	3,781	2	65	19	311,910	47	147,460	6	13,309		
OSO	28	4,137	1	36	49	4,163	1	8	11	37,490	24	38,700				
DO							1	110			1	100				
GEN COUNSEL											1	285				
NSC									1	5,600						
TOTALS	261	19,066	3	45	176	10,130	15	3,283	131	1,176,649	205	3,712,446	43	31,744	6	20,120
BACKLOG	22	1,533			27	687	5	375			8	73,585	1	160		
							8	1,150								

GPO Production: Letter Press Impressions: 69,739 (includes one CIA, seven ORE's, and one SR study)  
Offset Impressions: 56,750 (does not include two Janis Chapters completed but does include sixteen colored maps printed)  
Offset Negatives Made: 95 Diapositives Made: 1 Plastics: 189 Color Proofs: 52 Binding: 330

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: Deputy Services Officer

10 January 1949

FROM: Chief, Reproduction Division

SUBJECT: Monthly Progress Report  
25X9A2

1. Approved T/O: [REDACTED]
2. Problems: personnel and space.
3. Accomplishments: --
4. Future Plans: --
5. Volume: Total jobs received: 856. The following is the breakdown of work for the month of December:

✓ Composing	37 jobs	769 sheets
Offset	353 plates	761,000 impressions
✓ Photography	40 negatives made	23,804 enlargements
Microfilm	35 mm	52,895 feet
	70 mm	509 feet
Photostat	7,562 negs & 4,026 pos	11,588 prints
Ozalid		64 prints
Mimeograph	8,126 stencils	3,787,280 impressions
Ditto	147 masters	8,195 impressions
Addressograph	80 plates	41,331 envelopes
		2,450 reports
Collating		3,799,080 sheets
Cutting		952,150 sheets
Punching		103,845 sheets
Folding		25,630 sheets
Padding		2,726 pads made
Binding		451 books

GPO Production: Letter Press Impressions: 150,379 (includes four SR's, three ORE's and one CIA study)  
Offset Impressions: 41,720 (does not include two Janis Chapters published but does include ten colored maps reproduced)  
Offset Negatives: 60      Plastics: 125      Binding: 270

25X1A9a  
[REDACTED]

*File*

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

8 December 1948

MEMORANDUM TO: Chief, Services Branch  
FROM: Chief, Reproduction Division  
SUBJECT: Monthly Progress Report

25X9A2

1. Approved T/O: [REDACTED]  
2. Problems: personnel and space. 3. Accomplishments: -- 4. Future Plans: --  
5. Volume: total jobs received: 791. The following is the breakdown of work for the month of November:

✓ Composing	42 jobs	225 sheets composed
✓ Offset	358 plates	879,800 impressions
✓ Photography	30 negatives made (8x10)	22,588 enlargements
✓ Microfilm	35 mm	2,845 feet
	70 mm	303 feet <i>31-8</i>
		1 slide (3x4)
✓ Photostat	15,643 negs & 10,746 pos.	<del>26,389</del> prints <b>26,389</b>
✓ Ozalid		115 prints
✓ Mimeograph	7,854 stencils	3,611,517 impressions
✓ Ditto	257 masters	9,950 impressions
✓ Addressograph	392 plates	49,305 envelopes <i>51,770</i>
		2,465 reports
✓ Cutting		771,715 sheets
✓ Punching		58,045 sheets
✓ Folding		10,850 sheets
✓ Padding		2,962 pads made
✓ Binding		471 books

GPO Production: Letter Press Impressions: 99,815      Diapositives Made: 4      Binding: 605  
Offset Impressions: 15,900 (does not include one Janis Chapter published)  
Offset Negatives Made: 56      Plastics Made: 124  
During the month one CIA, four ORE's and two SR studies were published; also six colored maps.

25X1A9a



Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

*File*  
MEMORANDUM TO: Chief, Services Branch  
Sanitized - Approved For Release :  
FROM: Chief, Reproduction Division  
CIA-RDP54-00177A000100110074-0  
SUBJECT: Monthly Progress Report

4 November 1948

- 25X9A2
1. Approved T/O: [REDACTED]
  2. Problems: personnel and space.
  3. Accomplishments:--
  4. Future Plans:--
  5. Volume: total jobs received: 722. The following is the breakdown of work for the month of October:

Composing	51 jobs	314 sheets composed
Offset	548 plates	904,282 impressions
Photography	158 negatives made (8x10)	13,780 enlargements
Microfilm	16 mm	50 feet
	35 mm	920 feet
	70 mm	137
Ozaphane	400 feet	12 Slides
Photostat	13,543 negs and 2,767 pos.	16,310 prints
Ozalid		122 prints
Mimeograph	11,589 stencils	3,349,298 impressions
Ditto	111 Masters	5,025 impressions
Addressograph	639 plates	54,687 envelopes
		2,142 reports
Cutting		649,100 sheets
Punching		26,122 sheets
Folding		31,000 sheets
Padding		2,030 pads made
Binding		152 books

GPO Production: Letter Press Impressions: 65,544 (does not include three Janis Chapters completed during Month)  
Offset Impressions: 39,700 (one CIA, four ORE's, and one SR studies were completed during the month. Eleven maps were printed).  
Offset Negatives Made: 27      Plastics Made: 54      Binding: 3 jobs, 396 books

25X9A2  
\*\* These figures total [REDACTED] This includes a replacement pending for [REDACTED] on duty while another case is still pending.

25X1A9a  
[REDACTED]

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

7 October 1948

*File*  
MEMORANDUM TO: Chief, Services Branch  
FROM: Chief, Reproduction Division  
SUBJECT: ~~Monthly Progress Report~~ 25X9A9

1. Approved T/O: [REDACTED]
2. Problems: personnel and space.
3. Accomplishments: --
4. Future Plans: --
5. Volume: total jobs received: 822. The following is the breakdown of work for the month of September:

✓ Composing	47 jobs	420 sheets composed
✓ Offset	388 plates	826,425 impressions
✓ Photography	42 negatives made	6,275 enlargements
✓ Microfilm	16 mm	1,150 feet
	35 mm	2,545 feet 4033 ft
	70 mm	338 feet
✓ Photostat	17,988 negs and 3,490 pos.	21,748 prints
✓ Ozalid		49 prints
✓ Mimeograph	7,919 stencils	3,212,932 impressions
✓ Ditto	441 masters	15,373 impressions
✓ Addressograph	187 plates	28,441 envelopes } 31,049
✓ Collating	3,237,039 sheets	2,608 reports
✓ Cutting		766,700 sheets
✓ Punching		76,400 sheets
✓ Folding		10,000 sheets - Sept
✓ Padding		20 pads
✓ Binding		2 books
✓ Perforating		6,000 sheets

GPO Production: Letter Press Impressions: 134,860 (includes 2 SR studies, 6 ORE studies, and 1 CIA)  
Offset Impressions: 78,120 (includes 21 maps reproduced)  
Offset Negatives Made: 108      Plastics Made: 11  
Miscellaneous Jobs: 2 (one binding and one where galley type was returned)  
Three Janis Chapters were completed for which production figures are not shown.

25X1A9a  
[REDACTED]

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

7 September 1948

*File*  
MEMORANDUM TO: Chief, Services Branch

FROM: Chief, Reproduction Division

SUBJECT: Monthly Progress Report

25X9A2

1. Approved T/O: [REDACTED]
2. Problems: personnel.
3. Accomplishments: all equipment has been moved from the North & South Buildings to our new location, [REDACTED] The plant should be back in full operation during the week of 6 September 1948.
4. Future Plans: to complete the installation of all photographic and lithographic equipment moved to [REDACTED] 25X1A6a
5. Volume: total jobs received: 820. The following is the breakdown of work for the month of August:

Composing	28 jobs	364 sheets composed
Offset	402 plates	802,840 impressions
Photography	104 negatives made	9,049 enlargements
Microfilm	35 mm	1,460 feet
	70 mm	166 feet
Photostat	15,220 negs & 4,277 pos	19,497 prints
Ozalid		1,191 prints made
Mimeograph	7,624 stencils	3,366,077 impressions
Ditto	216 masters	7,315 impressions
Addressograph	125 plates	21,715 envelopes
		2,047 reports
Cutting		415,000 sheets
Punching		165,500 sheets
Padding		557 pads made
Binding		573 books

GPO Production: Letter Press Impressions: 42,454 (includes six ORE studies, one SR, and one CIA)  
Offset Impressions: 32,325 (does not include three Janis studies completed during the month. Does include 11 maps completed)  
Offset Negatives Made: 106  
Miscellaneous Jobs: 4 (composed of one book binding, one plastic binding, and two galleys of type returned)  
Offset Color Plastics: 42

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

5 August 1948

*File*  
MEMORANDUM TO: Chief, Reproduction Division  
FROM: Chief, Reproduction Division  
SUBJECT: Monthly Progress Report

25X9A2

1. Approved T/O: [REDACTED]
2. Problems: personnel.
3. Accomplishments: --
4. Future Plans: to move into new location at [REDACTED] 25X1A6a
5. Volume: total jobs received: 698. The following is the breakdown of work for the month of July:

Composing	43 jobs	297 sheets composed
Offset	624 plates	860,285 impressions
Photography	70 negatives made	6,241 enlargements
Microfilm	35mm	3,103 feet
	70mm	251 feet
Photostat	16,529 negs & 4,613 pos.	21,142 prints
Ozalid		96 prints made
Mimeograph	7,971 stencils	3,695,066 impressions
Ditto	503 masters	9,198 impressions
Addressograph	160 plates	30,590 envelopes
		1,474 reports
Cutting		820,000 sheets
Punching		115,500 sheets
Padding		4,747 pads made
Binding		55 books

GPO Production: Letterpress impressions: 48,250; Offset impressions: 34,875\*; Negatives made: 113; Diapositives made: 11; Color prints: 36; Plastics: 4.

\* Does not include two Janis studies completed during month.

2 Janis', and 8 maps were completed during the month. Two miscellaneous binding jobs were also completed.

25X1A9a  
[REDACTED]

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0



MEMORANDUM TO: Sanitized - Approved For Release :  
Chief, Services Branch  
CIA-RDP54-00177A000100110074-0

FROM: Acting Chief, Reproduction Division

SUBJECT: Monthly Progress Report

6 July 1948

25X9A2

1. Approved T/O: [REDACTED]
2. Problems: Personnel, and space. 25X1A7b
3. Accomplishments: [REDACTED] its reports by area. Reproduction has successfully made the transition, although it means our publishing four booklets as compared to the two which were formerly published.
4. Future Plans: To move into new location at [REDACTED] 25X1A6a
5. Volume: Total Jobs Received: 760. The following is the breakdown of work for the month of June:

COMPOSING	43 jobs	322 sheets composed
OFFSET	650 plates	668,204 impressions
PHOTOGRAPHY	67 negatives made	6,898 enlargements
MICROFILM	35mm	310 feet
	70mm	125 feet
PHOTOSTAT	15,184 negs & 3,382 pos	18,576 prints
OZALID		115 prints
MIMEOGRAPH	6,466 stencils	3,405,156 impressions
DITTO	124 masters	5,280 impressions
ADDRESSOGRAPH	489 plates	12,325 envelopes
		1,811 reports
CUTTING		592,500 sheets
PUNCHING		43,400 sheets
FOLDING		40,000 sheets
PADDING		240 pads made
BINDING		312 books

GPO Production: Letterpress impressions: 80,904\*  
\* Includes 1 CIA Study, 6 ORE Studies, 2 SR Studies, and 3 Miscellaneous jobs.  
Offset impressions: 70,155\*  
\* Includes 17 color maps ranging in color from one to eight, 16 plastics (map color proofs on plastic), and 56 negatives made.  
Perforations: 6,000 sheets  
Plastic Binding (Weekly Summaries): 270 )

Sanitized - Approved For Release :  
MM - Monthly Progress Report  
CIA-RDP54-00177A000100110074-0

6 July 1948

GPO Backlog\*

Letterpress impressions:	57,720
Offset impressions:	8,175
Negatives	75
Plastics	10
Color Proofs	37

\* This does not include any of the eleven Janis Chapters now in GPO. Two Janis Chapters have been completed.

25X1A9a



Sanitized - Approved For Release :

MEMORANDUM TO CHIEF, SERVICE FOR  
CIA-RDP54-00177A000100110074-0

7 June 1948

FROM: CHIEF, REPRODUCTION DIVISION

SUBJECT: Monthly Progress Report

25X9A2

1. Approved T/O: [REDACTED]
2. Problems: Space for collating large jobs of more than 100 pages; personnel.
3. Accomplishments: --

25X1A6a

4. Future Plans: To move into new location at [REDACTED]
5. Volume: Total Jobs Received: 726. The following is the breakdown of work of the month of May:

COMPOSING	56 jobs	197 sheets composed
OFFSET	782 plates	904,094 impressions
PHOTOGRAPHY	85 negatives made	9,159 enlargements
MICROFILM	35 mm	1,640 feet
	70 mm	158 feet
PHOTOSTAT	15,958 negs & 4,327 pos.	20,285 prints made
OZALID		98 prints made
MIMEOGRAPH	6,592 stencils	3,411,397 impressions
DITTO	57 masters	1,780 impressions
ADDRESSOGRAPH	132 plates	25,701 envelopes
		1,953 reports
CUTTING		767,000 sheets
PUNCHING		30,700 sheets
padding		3,620 pads made
BINDING		663 books

GPO Production: Letterpress: 213,505 impressions

Offset: 17 color prints; 206 negatives; 165,075 impressions.

GPO Backlog: 27 negatives; offset: 19,350; letterpress: 74,125.

The above figures do not include twelve Janis studies now in process in GPO State Service Office.

25X1A9a

Sanitized - Approved For Release :

CIA-RDP54-00177A000100110074-0

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: CHIEF, SERVICES BRANCH  
FROM: CHIEF, REPRODUCTION DIVISION  
SUBJECT: Monthly Progress Report

4 May 1948

1. Total Personnel Total Personnel Total Actions Pending Remaining Unfilled Positions by Sections  
Approved On Duty Photography Publishing

25X9A2

2. Problems: Space for collating large jobs of more than 100 pages.

3. Accomplishments: Completion of SID Report for Basic Intelligence.

4. Future Plans: To move shop into new location at

25X1A6a

5. Volume: Total Jobs Received: 801. The following is the breakdown of work of the month of April:

OFFSET	540 plates	656,650 impressions
MIMEOGRAPH	10,575 stencils	3,964,511 impressions
COMPOSING	71 jobs	1,041 sheets composed
PHOTOSTAT	288 jobs (17,789 negs. & 3,094 pos.)	20,883 prints
PHOTOGRAPHY	55 jobs	14,391 enlargements
		10 contact prints
MICROFILM	1,200 ft 35mm	38 negs
	270 ft 70mm	1,470 total ft.
		38 negs (8x10)
DITTO	305 masters	13,350 impressions
ADDRESSOGRAPH	240 plates cut	19,739 impressions
OZALID		22 prints
CUTTING		620,000 sheets
PUNCHING		190,500 sheets
PADDING		4,220 pads made
BINDING		84 books bound

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

1 April 1948

MEMORANDUM TO: CHIEF, SERVICES BRANCH

FROM: CHIEF, REPRODUCTION DIVISION

SUBJECT: Monthly Progress Report

1. Total Personnel Approved	Total Personnel On Duty	Total Actions Pending	Remaining Unfilled Positions by Sections Photography	Publishing
--------------------------------	----------------------------	-----------------------	---	------------

25X9A2

2. Problems: Space for collating large jobs of more than 100 pages.

3. Accomplishments: --

4. Future Plans: To move shop into new location at

25X1A6b

5. Volume: Total Jobs Received: 643. The following is the breakdown of work for the month of March:

OFFSET	1,854 plates	951,602 impressions
MIMEOGRAPH	7,802 stencils	3,671,943 impressions
COMPOSING	89 jobs	1,580 originals
PHOTOSTAT	298 jobs (16,591 negs & 2,121 pos)	18,712 prints
PHOTOGRAPHY	71 jobs	4,929 prints
		108 negs (8x10)
		7,230 impressions
DITTO	241 masters	15,988
ADDRESSOGRAPH	15,988 originals	174 prints
OZALID	10 jobs	3,500 sheets
PUNCHING	1 job	1,550 sheets
CUTTING	3 jobs	

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

MEMORANDUM TO: CHIEF, SERVICES BRANCH

2 March 1948

FROM: CHIEF, REPRODUCTION DIVISION

SUBJECT: Monthly Progress Report

1. Total Personnel Approved	Total Personnel On Duty	Total Actions Pending	Remaining Unfilled Positions by Sections Photography	Publishing
--------------------------------	----------------------------	-----------------------	---	------------

25X9A2

\* Personnel Actions have been initiated to replace two (2) who are to be reassigned.

2. Problems: Personnel. It is requested that our present T/O be revised to include five (5) typists, CAF-3, in the Composing Unit of the Publishing Section. These five typists will be cutting stencils for the daily Joint Press Releases from Moscow for OCD.

3. Accomplishments: --

4. Future Plans: --

5. Volume: Total Jobs Received: 472. The following is the breakdown of work for the month of February:

OFFSET	1,661 plates	467,022 impressions
MIMEOGRAPH	6,911 stencils	3,172,983 impressions
COMPOSING	35 jobs	354 sheets
PHOTOSTAT	227 jobs (9,233 negatives & 7,079 positives)	16,312 prints
PHOTOGRAPHY	91 jobs	7,418 prints
		150 negatives (8x10)
		8 Lantern Slides
		53 ft (70mm)
MICROFILM		6,911 impressions
DITTO	213 masters	11,639
ADDRESSOGRAPH	11,639 originals	215 prints
OZALID	21 originals	7,877 sheets
PUNCHING	3 jobs	12 sheets
CUTTING	1 job	

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0

3 February 1948

25X1A9a MEMORANDUM TO: Mr. [REDACTED], Chief, Services Branch  
25X1A9a FROM: [REDACTED], Chief, Reproduction Division  
SUBJECT: Monthly Progress Report

1. Total Personnel	Total Personnel	Total Actions Pending	Remaining Unfilled Positions by Sections
Approved	On Duty		Photography Publishing

25X9A2

Personnel Actions have been initiated to replace two (2) who are to be reassigned.

2. Problems: Personnel and space.
3. Accomplishments: The backlog of ICF Cards, that had accumulated previous to our taking over the project, has been caught up.
4. Future Plans: --
5. Volume: Total Jobs Received: 607. The following is the breakdown of work for the month of January:

✓ OFFSET	1,313 plates	1,014,831 impressions
✓ MIMEOGRAPH	6,722 stencils	3,054,880 impressions
✓ COMPOSING	34 jobs	34 jobs
✓ PHOTOSTAT	253 jobs (10,283 negs & 3,907 pos)	14,190 prints
✓ PHOTOGRAPHY	70 jobs	10,787 prints
		181 negatives (8x10)
		90 ft (35mm)
✓ MICROFILM		2,735 impressions
DITTO	63 masters	16,000 envelopes
ADDRESSOGRAPH		857 plates
		30 pages
BINDING	1 job	1,250 sheets
STAPLING	1 job	1,200 sheets
CUTTING	2 jobs	

[REDACTED]  
Chief, Reproduction Division  
Services Branch

25X1A9a

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110074-0